

TDY TRAVEL ORDER WORKSHEET

For use of this form, see memo, ATZK-RM, 1 Nov 91, subj: MOI for Use of TDY Travel Order Worksheet

TRAVEL ORDER TYPE: ☐ TI ☐ TG ☐ TP ☐ TB ☐ TS ☐ TR
(Check one)

DATE OF REQUEST: _____

SSN	NAME (Last, First, MI)	TITLE	GRADE/ RANK	PHONE	SECURITY CLEARANCE	DSSN

DUTY STATION NAME/ADDRESS: _____ ORGANIZATIONAL ELEMENT: _____

APPROX. NO. DAYS TDY: _____ PROCEED O/A DATE: _____ (YR/MO/DAY)

ITINERARY INFORMATION (Station or City, State, Country) (Leave country code blank for CONUS travel)

FROM	TO	TO
(Location)	(St) (Location)	(Location)

TRAVEL PURPOSE CATEGORY CODE: _____ VARIATION AUTHORIZED: (Check one) ☐ YES ☐ NO

PURPOSE NARRATIVE (Optional): _____

MODE OF TRANSPORTATION: (Check applicable mode)

COMMERCIAL:	<input type="checkbox"/> AIR	<input type="checkbox"/> VEHICLE	<input type="checkbox"/> SHIP	<input type="checkbox"/> PRIVATELY OWNED CONVEYANCE	<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTA- TION OFFICER (Overseas only)
	<input type="checkbox"/> RAIL	<input type="checkbox"/> BUS		RATE PER MILE: _____ (\$\$\$)	
GOVERNMENT:	<input type="checkbox"/> AIR	<input type="checkbox"/> VEHICLE	<input type="checkbox"/> SHIP	<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT	
				<input type="checkbox"/> PER DIEM AUTHORIZED IAW JTR	

REMARKS: _____

REMARKS NARRATIVE (Optional): _____

	PER DIEM	TRANSPORTATION	OTHER	TOTAL
COST	_____	_____	_____	_____
EOR	_____	_____	_____	_____
JOB ORDER/COST CENTER	_____	_____	_____	_____

_____	TITLE: _____	GRADE: _____
(Requesting Official Signature)		
_____	TITLE: _____	GRADE: _____
(Approving Official Signature)		

TRAVEL ORDER CODES FOR WORKSHEET

TRAVEL TYPE:

CODE	DEFINITION
TA	TDY - AMENDMENT
TB	TDY - BLANKET
TG	TDY - GROUP
TI	TDY - INDIVIDUAL
TP	TDY - REPEATED
TR	TDY - REVOCATION
TS	TDY - RECISSION

TRAVEL PURPOSE CODE:

CODE	DEFINITION
01	SITE VISIT
02	INFO MEETING
03	TRAINING ATT
04	SPEECH OR PRESENTATION
05	CONFERENCE ATTENDANCE
06	RELOCATION
07	ENTITLEMENT TRAVEL
08	SPECIAL MISSION TRAVEL
09	OTHER TRAVEL

Travel Purpose Narrative is optional. To be used to provide detailed explanation as to purpose of TDY.

REMARKS CODE:

For standard remarks code, reference help screen by pressing PF5 key or ALT and 5 simultaneously. Additional codes may be established by Systems Office, FAD on an as-needed basis. Complete list of codes may be obtained from Systems Office, FAD upon request.

A remark code designating distribution of DD 1610 by the authenticating office has been created for each directorate using the activity's budget Office Code for the first two positions, followed by a D. Per AR 310-10, this code (i.e. distribution list) should appear on all travel orders. Accordingly, this remark code should be the first code entered when establishing a travel order in the system.

Additionally, Remark Code T03 is to be entered as the last code when establishing a travel order in the system. The remark as appears on the order will read: ORIG & 4 COPIES OF THIS ORDER MUST BE PRESENTED TO THE FAO FOR ADV PYMT.

Travel Remarks Narrative is optional. To be used to provide information for which remark codes are not established, or detailed instructions concerning travel requirements. When using other station's funds, it is recommended that the accounting classification cited by the installation providing funding be typed on the first line of the remarks narrative to facilitate processing at other station. Transaction For Other (TFO) APC for funding station is to be used as the Job Order/Cost Center for processing order in the system.

Screen which requires cost and accounting information may be completed either by the initiator, or left blank to be completed by the budget office.

The TDY Travel Order Worksheet will be signed or initialed by both the requesting and the approving official. The signed form will be retained by the initiator in an official file. These forms may be subject to audit.